



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 21, 2015
CC: All Departments



2016 Budget Worksheets Due by October 9th
Please Submit Articles for the 2015 Fall Newsletter to Alison by October 19th

Town Administrator: This week I attended the Single Stream Committee meeting, met with both Chief Wetherbee and Chief Bengtson for a tour of the Police and Fire facilities and a general discussion regarding their respective departments. I also met with Town Assessor Gary Karp to discuss his department, and Road Agent/DPW Supervisor Scott Kinmond who gave me a tour of the transfer station, DPW facility and recreation fields, as well as some different road projects that are currently underway. On Tuesday I attended the Advisory Budget Committee meeting and Tuesday evening I attended the CIPC public hearing. Wednesday, I attended a meeting of the town and city managers and administrators of the communities who are members of the Winnepesaukee River Basin Project. The group discussed some alternatives to the management of the project that have been developed including commission management rather than the current management by DES. Thursday I met with Attorney Peter Minkow to discuss the status of Town cases and pending legal activity. With assistance from Heidi, Alison and Hope, I've prepared the budget preparation packets for Department Heads and they were distributed Friday morning after including the Board's guidance statement. I talked with Bill Letsky of VTH regarding the makeover of the Town's website. Bill has provided me with a task list for the project which begins with a webinar meeting of a small group of staff to talk about the general new look of the site. The process should take about 12 weeks or less to complete. An RFP for printing the Town Report will be issued next week requesting prices for another 3 year term. We are waiting for the final revenue numbers from DRA on the state funding (Highway Block Grant and Meal/Rooms and the tax appropriation amount from the county in preparation of setting the tax rate). The final amount of the overlay based on the utility value increases should be determined soon. Gary and I will prepare a recommendation for the work session. I've reviewed the current year to date financial report and other than a few line items most items are running under the 72% amount for the year to date and the total appropriation is at 64% vs. 72%. The camera has been identified as the problem with the audio of live streaming and a replacement will be installed sometime next week. On Friday I was in Concord for the monthly MMANH meeting and DRA web portal tax rate setting training. This week I will be meeting with Board member Jean Beadle and former Selectmen, Joel Mudgett to begin discussions with the Police union representatives for the new collective bargaining agreement.

Work Session Items: 1) Health Trust Certificate of Authorizing Resolution; 2) Single Stream Recycling Review Committee presentation; 3) Tax Rate Setting and Overlay; 4) CIPC Report; 5) LEOP Update; 6) Personnel Policy Review; 7) Selectmen's 2015 Goals; 8) Employee Appreciation Event.

Finance: The results of the recent Audit and Compliance Report of the retirement records pertaining to the Town of Moultonborough's employee, police and fire accounts has been

received. The conclusions state the Town of Moultonborough is in compliance with the NHRS requirements for enrollment, deduction and remittance procedures. We have completed week 3 of the walking challenge, with 18 employees participating. We will be scheduling quarter 4, Vendor Fair with Biometric Screenings. This will be incorporated with the Joint Loss Management Committee as one of their training sessions, and also include the flu shots on this day for employees and their spouse. The budget sheets have been sent out to the departments, and we expect them to be turned in by October 9th. I will be attending the Health Summit put on by HealthTrust next week, which will review the impact of the Cadillac Tax and strategies to contain costs.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Winter preparedness are in order starting with splitting and stacking wood for the Highway Garage wood boiler. Most of the crew attended the Ken Ward Plow Rally in New Boston on Wednesday. Truck 5 was returned to Donovan's for a repair as the dump cart would not lift with a load. Grading was done on Wentworth Shores and Greens Basin Road, culvert crossings on the Ossipee Mountain Road project, and gravel was added to the Lee and Randall Road projects due to settlement. We addressed shouldering issues on several Town roads; Krainewood, Shaker Jerry, Winaukee, Old Long Island, Kona, Old 109, Paradise, Sheridan Roads, Redding Lane and Geneva Point. We utilized an area at the PSB to stock pile gravel during the shouldering to save trips from the east side all the way to the Highway Garage. The tree crane vendor assisted with tree removal at the Wentworth and Shaker Jerry intersection project area and two big pines on Blake Road. The crew began the public sand bin roof system this week to help reduce the salt seeping into the surrounding ground. Agent Kinmond coordinated the 10th Annual Ken Ward Plow Rally for the NHPWA. Agent Kinmond met with a contractor on Melly Lane regarding driveway installations and drainage and also met with the contractor regarding Pot-O-Beans, a private road, making necessary upgrades due to the red list letter. Agent Kinmond provided TA Johnson with a facility tour of WMF, Highway Garage, the Playground facility and road projects.

Facility & Grounds Division: Weekly Playground maintenance was attended to; courts were cleaned, trash removed, and mowing and string trimming done. The power at the Playground snack shack was not working which also operates the power for the irrigation system. This was a quick fix as it was discovered that there was a breaker switch exposed and someone had switched it to off. This has been rectified by locking it so no one can do so again. Mowing and trimming was also done at the WMF, Town Hall, Library and the intersection islands at Lakeshore Drive and Old Route 109. Regular building checks took place emptying trash, restocking water and all paper products. Cemetery crew hours have been cut back some in hopes to extend their time into the fall leaf season to aid with those clean-up efforts. A fence at one of the cemeteries needed some minor repairs having a few missing pickets and a broken rail fixed.

WMF Division: Co-Manager Filpula reported that the facility shipped 1 MSW container and 1 C&D container. Staff changed a tire on the skid steer to a spare and is awaiting a new set of tires for the winter. The compactor maintenance vendor repaired a leaking hose on compactor #2. Co-Manager Filpula reported that they are still waiting for NRRA to arrange for brokering of a load of aluminum and steel cans and are also waiting to ship a load of cardboard as well. Agent

Kinmond and Co-Manager Filpula attended the Single Stream Recycling Committee meeting where they presented a draft budget for 2016 and discussed capital expenses.

Moultonborough Police Department: The Moultonborough Police Department recorded 415 log entries, which included the following calls for service, 22 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 7 complaints, 2 MV Accidents, 2 MV Complaints, 6 residential alarms, 2 commercial alarms and 2 K-9 complaints

Training: Sept 15th, Det. P. John attended Forensic Psychology Training. Sept. 15th and 16th Off. K. Melanson attended OC Instructor Training.

Moultonborough Fire Department: Year to date there has been 645 calls for emergency service. For the period of 9/11/15 to 09/17/15 there were 16 calls for service: (6) Medical Emergencies, (1) Building Fire, (1) Excessive Heat Incident, (1) Motor Vehicle Accident, (1) Authorized Controlled Burning, (1) Unauthorized Burning, (1) Lift Assist, (1) Animal Rescue, (1) CO Incident, (1) Power Line Call, and (1) False Fire Alarm. MFR received automatic aid for one call from Center Harbor and for one call from Tuftonboro.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:25 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:51 min.

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 15:36 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: 9/14 - Officer's meeting; 9/17 - EMS Continuing Education training, Mass Casualty drill, instructor, Michael Dow, EMT-A; 9/18 - Wendy Smith attended Assistance to Firefighters Grant workshop at the NH Fire Academy; 1 Fire permit, 1 Suprabox installation, 3 Requests for Information, 1 Official Warning for unauthorized burning issued, 1 Re-inspection of a Place of Assembly.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health Office: This week I issued 16 building permits and 5 subcontractor permits. I approved three septic designs to go to the State for their approval. I have 11 building permit applications ready to be picked up by the contractors. I will be on vacation until the 28th and will be back in the office on the 29th.

Human Services: Nothing to report this week.

Recreation Department: Youth soccer and youth volleyball continues to run smoothly. Long Island Beach and States Landing Beach swim lines will be taken out for the season this week. Gym Days starts this week and will be held at the MCS gym from 3:15 p.m. to 4:30 p.m. on Tuesdays and Thursdays. We will be attending the Carroll County Recreation Director's Association meeting on Wednesday, September 23rd in Fryeburg to discuss the Carroll County soccer tournament that we host at Moultonborough Academy. We are closing registrations for

the adult trip to the King Arthur Flour tour on October 1st this week. There are limited spots available.

Important Dates to Remember

Board of Selectmen's Work Session, September 24, 2015

Volunteer Luncheon, September 26, 2015

Board of Selectmen's Meeting, October 1, 2015, 7 PM

Board of Selectmen's Meeting, October 8, 2015, 7 PM

Columbus Day, All Non-Essential Departments are Closed, October 12, 2015

Board of Selectmen's Meeting, October 15, 2015, 7 PM

Board of Selectmen's Meeting, October 22, 2015, 7 PM

Board of Selectmen's Work Session, October 29, 2015 4 PM

Staff Meeting, Tuesday - October 6, 2015, 9 AM